

ATTACHMENT 1

Wellhead Protection Plan Checklist **Guidelines for Small Systems (sources pumping <100,000gpd)**

A Wellhead Protection Plan for a small Public Water System (PWS) can be a short, 1-2 page document that covers the points below. Keep your Wellhead Protection Plan available onsite for your use and for review by DEP staff during site visits. Use this checklist to ensure your plan meets Massachusetts DEP guidelines described below.

- ☐ **Identify the public water system and wells covered by the Wellhead Protection Plan.** Include the PWS ID number and Source ID numbers (e.g. 01G, 02G, 03G).

- ☐ **Identify the contact person for implementing the plan.** This contact could be the water supplier, certified operator, planner, health agent, building inspector, etc.

- ☐ **Identify the wellhead protection committee in charge of implementing the plan.** Include team members, any key sub-committees, and how often the group meets. The team members can be the water supplier and certified operator for a very small system.

- ☐ **Describe strategies needed to protect the drinking water supply.** These strategies could include posting protection signs, removing threats, notifying and providing informational material to land owners in the Zone I, implementing Best Management Practices, providing outreach, regulatory strategies, and education. Base this section on the potential threats identified from the SWAP report, an IWPA inventory, regional/local planning studies, and other information.

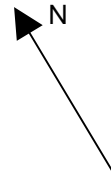
- ☐ **Identify all municipal protection controls and other enforceable mechanisms that currently protect the IWPA(s) or Zone II.**
 - i. Board of Health Regulation; date of adoption
 - ii. Zoning Bylaw/Ordinance, date of adoption/amendment General Bylaw/Ordinance, date of adoption/amendment
 - iii. Other: Water System Rules and Regulations, Conservation Restriction, or Ownership of Land

- ☐ **Provide a timeline for the protection strategies.** Provide a schedule for protection efforts. This could include recurring general dates, such as plans to conduct outreach events twice a year.

ATTACHMENT 2

SAMPLE Zone I/IWPA Wellhead Land Use Map

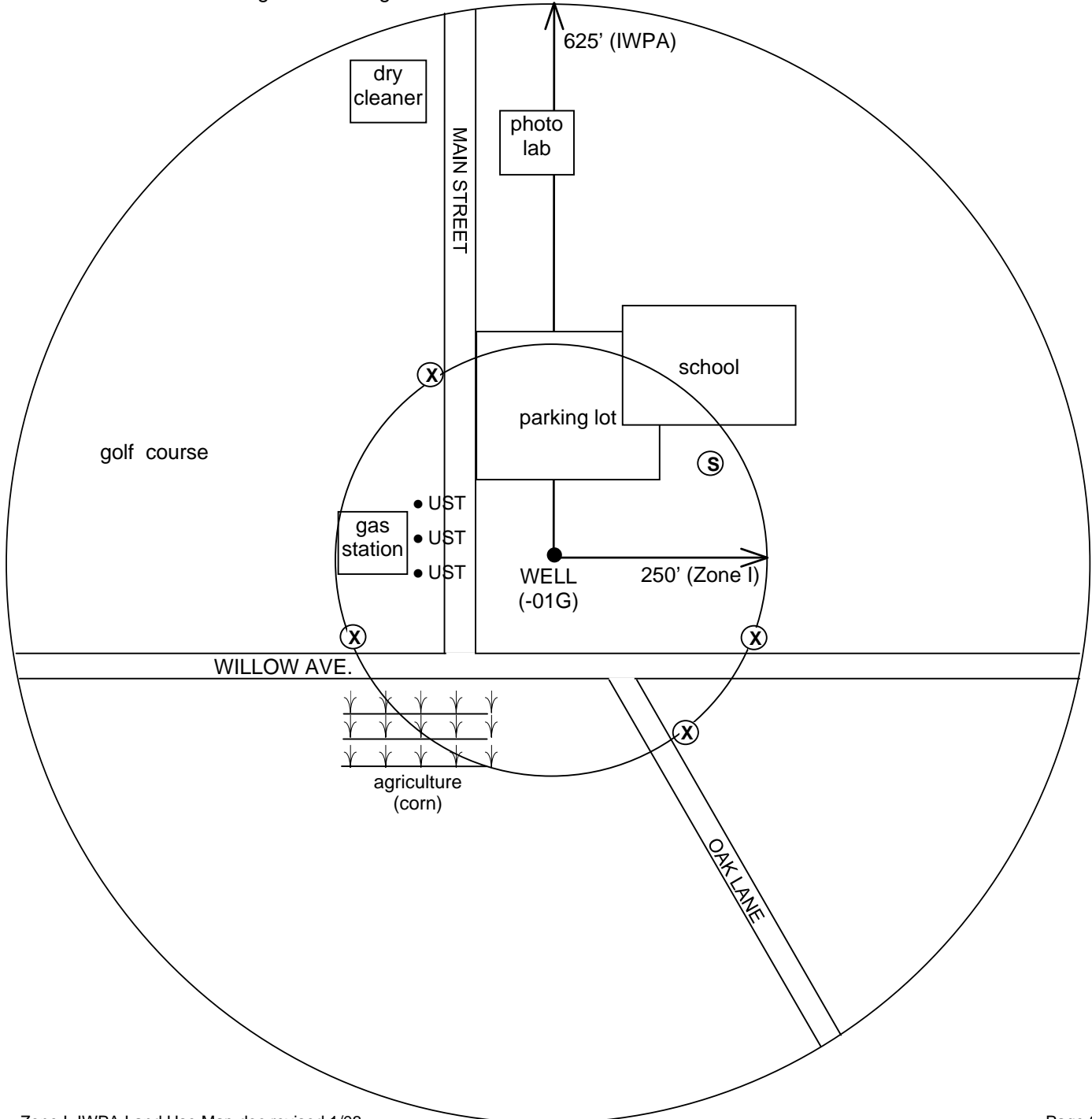
PWS ID#: 1234567
PWS Name: Willow Avenue Well # 1
Average Daily Pumping Rate: 10,000 gpd
Date: October 10, 2002



Scale: 1" = 175'

- (X) = location of posted signs
(S) = septic system

UST = Underground Storage Tank



ATTACHMENT 3

Sample Notification letter to residences or businesses

To be effective, the letter should address issues specific to your situation. When writing to a business, it is important to tailor the letter, recommendations, and enclosed material to that business.

Dear (Resident/Business):

I am writing to advise you of the location of the (name of public water supply system) which serves (number of people). Your property is located within the area from which water flows to the well, and this area needs protection from land uses that threaten the water supply.

Groundwater comes from rain and snowmelt percolating through the ground, and flows through the spaces between soil particles and through fractures in rock. Groundwater is vulnerable to contamination from many types of land uses and activities, including road salt, septic systems, and improper disposal of hazardous materials. If the groundwater becomes contaminated, it may be impossible to eliminate the contamination so the well can be used for drinking water.

I am contacting you to request your assistance and cooperation in protecting this supply. There are a number of ways in which you can help reduce the possibility of contamination of this water supply. For example:

- If your house/business is served by a septic system: pump out the tank every two to three years; do not use commercial septic tank cleaners or put hazardous materials down the sink, toilet, or floor drain. These materials reduce the effectiveness of the system by killing necessary microorganisms, and they can pass through the system and contaminate the groundwater.
- Avoid applying hazardous or toxic materials to lawns or other areas of your property.
- Never dispose of used motor oil or other hazardous materials on your property or in storm sewers.

Enclosed is a fact sheet which I urge you to read. If you have any questions, please contact (your name and phone number) or DEP/Drinking Water Program at (617) 292-5770.

The management and customers of the (name of community served) appreciate your cooperation in protecting this important source of drinking water.

Sincerely,

Water Supplier, Small Community System

CLEAN DRINKING WATER IS UP TO YOU!

Where does my drinking water come from?

Your drinking water comes from groundwater. Groundwater is the water that flows through the spaces between soil particles and through fractures in rock. It comes from rain and snowmelt percolating through the ground.

Why should I be concerned?

While some pollutants (such as bacteria, viruses, and phosphorus) can be reduced by passing through soil under certain conditions, groundwater can be easily contaminated by chemicals and oils.

How can I protect my drinking water?

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DO	DON'T
Use non-toxic and less-toxic alternatives to household chemicals such as cleaners, oil-based paints, insecticides.	<i>Don't</i> buy more hazardous chemicals than you need.
Follow package directions on pesticides, fertilizers, and other household chemicals.	<i>Don't</i> over-use household chemicals. More is <i>not</i> better. <i>Don't</i> use pesticides or herbicides near the well. Minimize the use of fertilizers near the well.
Take leftover household chemicals to your community's household hazardous waste collection day.	<i>Don't</i> dispose of hazardous chemicals by pouring them down household drains, into the storm drain, or onto the ground.
<ul style="list-style-type: none"> Check your heating oil tank frequently for leaks. Remove a deteriorating underground storage tank (UST). Replace it with above-ground storage that has a secondary containment structure and a cover over it. 	<i>Don't</i> have your tank removed by a contractor who is not familiar with State guidelines for UST removal. <i>Don't</i> locate new fuel storage tanks in the recharge area of a well.
Take care of your septic system. <ul style="list-style-type: none"> Keep records of septic system maintenance. Inspect septic tank every year. Have tank pumped out every two to three years. Avoid damage to your leach field and distribution lines by keeping vehicles, livestock, and other heavy objects off the leach field. 	<i>Don't</i> overload your septic system with solids by using a garbage grinder (unless the septic system was specifically designed for a grinder). <i>Don't</i> pour grease or cooking oil down the drain; it will clog the soil and leaching system. <i>Don't</i> pour chemicals--including bleach--down the sink or toilet. <i>Don't</i> use septic system cleaners or additives containing acids or chemical solvents such as trichloroethylene (TCE).

For more information, contact _____ at () - _____
or the Massachusetts Department of Environmental Protection/Drinking Water Program at (617) 292-5770

ATTACHMENT 5



nerwa@neruralwater.org
www.neruralwater.org

187 St. Paul Street
Burlington, VT 05401-4689
802-660-4988
802-660-4990 fax

Sign Order Form

Warning! Tampering with this Facility is a Federal Offense!

- 8" X 12" Red and White
Heavy-Duty Plastic Signs, weatherproof silk-screen
Image Quantity _____ x \$3.00 = _____
- 8" X 12" Red and White
Vinyl Decals, weatherproof silk-screen image Quantity _____ x \$2.00 = _____

Notice – Public Drinking Water Supply Facility – No Trespassing

- 11.25" X 7.5" Black, Blue and White
.012 gauge aluminum Quantity _____ x \$3.00 = _____

Drinking Water Supply Area

- 11.25" X 11.25" Blue with white lettering
.012 gauge aluminum Quantity _____ x \$3.00 = _____
- 18" X 24" Blue with white lettering
.032 gauge aluminum Quantity _____ x \$14.00 = _____

Subtotal: _____

Shipping and Handling Charges:

Order Size 1-5 add \$4.00

6-10 add \$8.00

11-15 add \$12.00

16-20 add \$16.00

For orders over 20 add \$4 for each
additional 5 signs ordered.

NeRWA Member Discount 20% - _____

Shipping and Handling Charges: _____

Total: _____

Please make your check or money order payable to Northeast Rural Water Association, and send to 187 St. Paul Street, Burlington, VT 05401-4689. See our web site for more information: www.neruralwater.org.

Please ship to:

Name: _____

Phone: (_____) _____ E-Mail: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Prices effective 03/01/02

ATTACHMENT 6

SAMPLE INDOOR POSTING

Post notices to residents and/or workers in your building(s). A sample is provided below (in duplicate) for you to copy and place in bathrooms, chemistry labs, and at maintenance areas with sinks and/or floor drains.

PROTECT YOUR WATER SUPPLY!

- Don't pour hazardous materials (paint, thinner, cleaning products, pesticides, waste oil, etc.) down the sink, toilet, floor drain, or on the ground
- Don't use, store, or dispose of toxic and hazardous materials/wastes in this area
- Take leftover household hazardous chemicals to a hazardous waste collection center

To report suspicious activities or if you have any questions, please contact the water supplier _____ at () _____ - _____ or the Department of Environmental Protection/Drinking Water Program at (617) 292-5770.

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ATTACHMENT 7

Manifolded Source Diagram

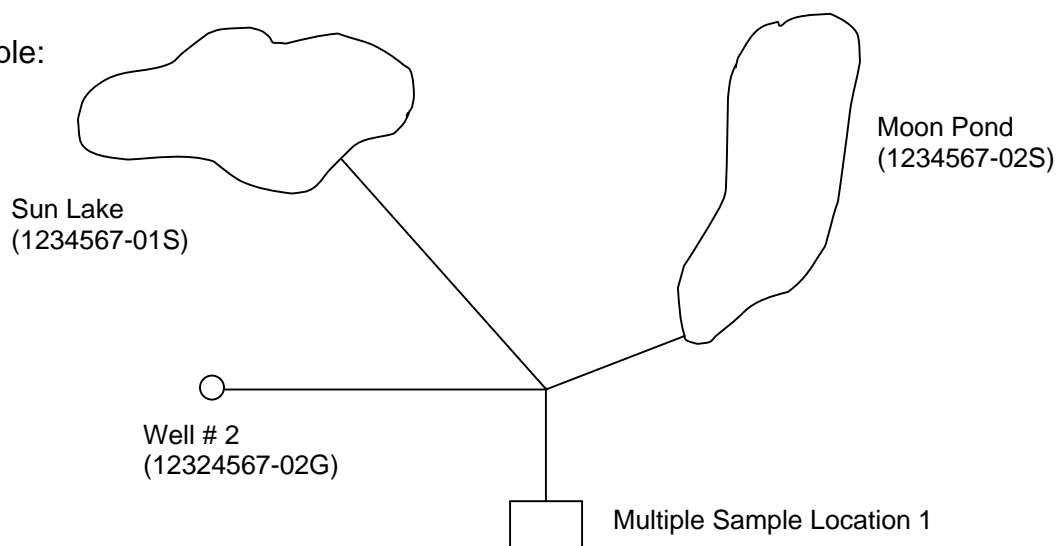
To be completed by systems with sources that are manifolded (connected) prior to the entry point to the distribution system. These sources are represented by only one sampling location.

PWS Name: _____

PWS ID: _ _ _ _ _

Instructions: Please draw a rough source sketch in the area below or on a separate sheet of paper (you can also use a map of your distribution system) of how your sources are interconnected or combined prior to the sampling location. Please include DEP-assigned Source IDs, Source Names and the Sampling Location Name.

Example:



Your diagram here: